



SEATTLE DEPARTMENT OF NEIGHBORHOODS

Neighborhood Matching Fund Program

2011 Small Sparks Fund Application

FOR INTERNAL USE ONLY

Project #:

Date Received:

PROJECT INFORMATION

Project name:

Project address or location:

Briefly describe the project:

Project district (check one):

- ☐ Ballard ☐ Delridge ☐ East ☐ Lake Union ☐ North ☐ Northwest ☐ Southwest
☐ Central ☐ Downtown ☐ Greater Duwamish ☐ Magnolia / Queen Anne ☐ Northeast ☐ Southeast ☐ Citywide

For a map of the districts [click here](#).

APPLICANT CONTACT INFORMATION

All NMF correspondence will be mailed to the contact person.

Applicant group:

Project contact person:

Mailing address:

Zip code:

Day/Work phone:

Evening/Home phone:

Home email address:

PROJECT FUNDING REQUEST

TOTAL request from the City (up to \$1,000):

\$

TOTAL value of neighborhood match:

\$

DEPARTMENT OF NEIGHBORHOODS STAFF ASSISTANCE

Did you work with a NMF Project Manager? ☐ Yes ☐ No

If yes, provide the name of the NMF Project Manager who assisted you with your application:

The signatory declares that s/he is the elected chair or president of the applicant group or agrees to lead the group to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein.

Name (print):

Signature:

☐ Check here if submitting application electronically, in which case a physical signature is not required.

Address/Zip:

Day Phone:

PROPOSAL NARRATIVE**PROPOSED IDEA**

The purpose of all Neighborhood Matching Fund (NMF) projects is to create stronger, more connected neighborhoods and communities. Explain **what you will do** and **why you want to do this project**.

NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING

NMF projects build community by intentionally bringing people together. Describe your **group or organization**. Talk about **what you have done** to build awareness about your project, **with whom you have been working** and **who else will be involved** in your project.

OUTCOMES

A successful project will have a vision for success and be driven by achievable outcomes. Talk about **how**, after your project is completed, **your community will be positively changed**.

PROJECT RESOURCES

Using the following budget worksheet, describe your **budget** and resources for **community match**.

BUDGET

List the project expenses that will be paid with NMF funding.

Project Expense Description (staff, professional services, supplies, materials, construction, etc.)	NMF Funding Will Pay For
	\$
	\$
	\$
	\$
	\$
	\$
Grand Total	\$

COMMUNITY MATCH

List the sources of your match.

Community Match (volunteer labor, in-kind services, donated materials/supplies, cash)	Community Will Provide
Volunteer labor*	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
Grand Total	\$

Physical improvement projects (where something tangible and lasting, such as a playground or public art, is being created) require a 1:1 match (the community match must equal the funding request).

Non-physical projects (such as design, planning, events, etc.) require a 1/2:1 match (the community match must equal at least half of the funding request).

*Count volunteer labor at \$20/hour. Count in-kind professional services at their customary rates, up to a maximum of \$75/hour.

APPLICATION CHECKLIST

- Must use current version of Adobe Acrobat to use this application.
- Submit the application only once and only by one method (in person, by mail or electronically).
- ☐ Review NMF guidelines.
- ☐ Complete all sections of the application. Use only the spaces provided for responses to questions.
 - Cover page.
 - Proposal narrative.
 - Budget and community match worksheet.

Submission Information

IF SUBMITTING ELECTRONICALLY,
FOLLOW THESE INSTRUCTIONS:

- Must have an active email account opened in order to submit the application electronically.
- Check the “submitted electronically” signature box on the cover page. A hand signature is not required if the application is submitted electronically.
- **Save the document** before attaching the application to an electronic mail message. (If you do not save your document, a blank form will be submitted.)
- Send application as an attachment to an email message. Include as the subject line **NMF Submission: Small Sparks Application**. A confirmation will be emailed upon receipt of the application.

IF SUBMITTING IN PERSON OR BY MAIL,
FOLLOW THESE INSTRUCTIONS:

- Do not exceed 3 pages total for the cover page, proposal narrative, community match and budget sections.
- Print all materials on one side only.
- Do not bind or enclose application materials in folders.

BRING your application to: Department of Neighborhoods
700 5th Avenue, 17th Floor
Seattle, WA 98104

or

Neighborhood Service Centers

MAIL your application to: PO Box 94649
Seattle, WA 98124-4649

Deadline

- Small Sparks Fund applications are accepted year-round.
- Applications must be received at least six weeks prior to the start of the project.

Questions?

For more information about the Neighborhood Matching Fund program, please contact us or visit our website.

PHONE: (206) 233-0093

EMAIL: NMFund@seattle.gov

WEBSITE: <http://seattle.gov/neighborhoods/nmf/>